ST/IC/2017/2

United Nations

Index to information circulars

January 2017

Please recycle

Introduction

1. The present index to information circulars lists, in alphanumeric order by symbol, together with date and subject matter, all circulars that have been issued at United Nations Headquarters since January 2016. The index is issued annually.

2. The index comprises the following sections:

   (a) Information circulars, by alphanumeric symbol, issued in 2016;

   (b) Information circulars listed according to subject matter.

3. The index should be read in conjunction with the index to administrative issuances (ST/IC/2017/1), which contains issuances issued under the ST/SGB/- series and the ST/AI/- series.

4. Copies of the index are available through official distribution. The index is also archived in the Official Document System and is included in the Human Resources Handbook.

5. Comments and suggestions concerning this publication would be appreciated. They should be addressed to the Chief, Human Resources Policy Service, Office of Human Resources Management, Secretariat Building, Room S-1865, 18th Floor, New York, N.Y. 10017.

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Index to information circulars

A. Information circulars, by alphanumeric symbol, issued in 2016

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2016/1	1/1/16	Index to administrative issuances	Expiration date: in effect until further notice
ST/IC/2016/2	1/1/16	Index to information circulars	Expiration date: in effect until further notice
ST/IC/2016/3	30/12/15	2016 semi-annual staffing exercise for the Political, Peace and Humanitarian Network	Expiration date: in effect until further notice
ST/IC/2016/4	25/1/16	Payment of 2015 income taxes	Expiration date: in effect until further notice
ST/IC/2016/5	15/1/16	Revised base salary scales for staff in the Professional and higher categories and in the Field Service category	Expiration date: in effect until further notice
ST/IC/2016/6	8/2/16	Revised salary scales for staff in the General Service and related categories at Headquarters [recruited on or after 1 February 2016]	Expiration date: in effect until further notice
ST/IC/2016/7 and Amend.1	14/1/16 6/4/16	Designation of duty stations for purposes of rest and recuperation	Expiration dates: ST/IC/2016/7: in effect until 30/6/16; Amend.1: in effect until further notice
ST/IC/2016/8	18/2/16	Imposition of fees associated with the privileges and benefits provided by the Office of Foreign Missions for non-United States citizens	Expiration date: in effect until further notice
ST/IC/2016/9	7/3/16	Recording and tracking procedure for non-capitalized property	Expiration date: in effect until further notice
ST/IC/2016/10	9/3/16	No smoking policy at United Nations Headquarters premises	Expiration date: in effect until further notice
ST/IC/2016/11	25/4/16	Revised policies and procedures for obtaining employment authorization for dependants of non-United States citizens	Expiration date: in effect until further notice
ST/IC/2016/12	25/4/16	Review of staff claims for dependency benefits for 2015	Expiration date: in effect until further notice
ST/IC/2016/13 and Amend.1	31/5/16 27/12/16	Renewal of the United Nations Headquarters-administered health insurance programme, effective 1 July 2016	Expiration dates: ST/IC/2016/13: in effect until 30/6/17; Amend.1: in effect until further notice

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2016/14	1/7/16	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: 31/12/16
ST/IC/2016/15	22/7/16	United Nations mandatory programmes	Expiration date: in effect until further notice
ST/IC/2016/16	1/8/16	Membership of the Job Network Board for the Political, Peace and Humanitarian Network	Expiration date: in effect until further notice
ST/IC/2016/17	9/8/16	Membership of the Senior Review Board	Expiration date: in effect until further notice
ST/IC/2016/18	8/8/16	Membership of the Senior Review Group	Expiration date: in effect until further notice
ST/IC/2016/19	10/8/16	United Nations sabbatical leave programme for 2017	Expiration date: 31/12/17
ST/IC/2016/20	1/7/16	Designation of duty stations for purposes of rest and recuperation	Expiration date: 31/12/16
ST/IC/2016/21	16/8/16	Membership of the Classification Appeals Committee for Posts in the Professional Category and above	Expiration date: in effect until further notice
ST/IC/2016/22	24/8/16	Working hours during the seventy-first session of the General Assembly for staff members at United Nations Headquarters	Expiration date: 31/12/16
ST/IC/2016/23	8/9/16	Arrangements for admission to United Nations Headquarters during the general debate of the of the seventy-first session of the General Assembly, the high-level plenary meeting of the General Assembly on addressing large movements of refugees and migrants, the Secretary-General's high-level event on the entry into force of the Paris Agreement under the United Nations Framework Convention on Climate Change, the high-level meeting on antimicrobial resistance convened by the President of the General Assembly, the high-level segment of the General Assembly to commemorate the thirtieth anniversary of the Declaration on the Right to Development, the high-level plenary meeting convened by the President of the General Assembly to commemorate and promote the International Day for the Total Elimination of Nuclear Weapons and the treaty events	Expiration date: 18/10/16

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2016/24	8/9/16	Arrangements for admission to Headquarters during the seventy-first session of the General Assembly	Expiration date: 7/9/17
ST/IC/2016/25	9/9/16	Anti-Fraud and Anti-Corruption Framework of the United Nations Secretariat	Expiration date: in effect until further notice
ST/IC/2016/26	19/9/16	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2015-30 June 2016	Expiration date: in effect until further notice
ST/IC/2016/27	23/9/16	Membership of the Joint Harassment Prevention Boards	Expiration date: in effect until further notice
ST/IC/2016/28	1/10/16	Establishment of mission areas for purposes of relocation grant	Expiration date: in effect until further notice
ST/IC/2016/29 Corr.1 Corr.2	3/11/16 28/11/16 20/1/17	Official holidays for 2017 at United Nations Headquarters	Expiration date: 31/12/17
ST/IC/2016/30 and Corr.1	23/12/16 17/1/17	Rental subsidies and deductions	Expiration date: in effect until further notice

B. Information circulars listed according to subject matter

I. Buildings, premises and security

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2000/80	18/10/00	United Nations garage: Chairman of the Garage Review Board	Expiration date: in effect until further notice
ST/IC/2016/10	9/3/16	No smoking policy at United Nations Headquarters premises	Expiration date: in effect until further notice
ST/IC/2016/24	8/9/16	Arrangements for admission to Headquarters during the seventy-first session of the General Assembly	Expiration date: 7/9/17

II. Claims

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2016/12	25/4/16	Review of staff claims for dependency benefits for 2015	Expiration date: in effect until further notice

III. Communications, archives and records

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2000/89	27/11/00	Procedures governing the dispatch of personal mail from United Nations offices away from Headquarters	Expiration date: in effect until further notice. See also ST/AI/368
ST/IC/2001/70	21/9/01	Revised rates for telephone and facsimile service using the United Nations global network	Expiration date: in effect until further notice
ST/IC/2003/29	23/4/03	Performance controls of United Nations Internet services	Expiration date: in effect until further notice
ST/IC/2003/35	3/6/03	Registration of e-mail addresses for delivery of pay slips	Expiration date: in effect until further notice
ST/IC/2003/41	30/6/03	Communications and contacts with host country authorities	Expiration date: in effect until further notice
ST/IC/2003/64	11/12/03	Personal emergency contact information	Expiration date: in effect until further notice
ST/IC/2005/11	18/2/05	Mobile communication devices for official work	Expiration date: in effect until further notice
ST/IC/2009/26	6/7/09	Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new Provisional Staff Rules	Expiration date: in effect until further notice
ST/IC/2014/18	17/7/14	Limitation of automatic forwarding of e-mail messages	Expiration date: in effect until further notice
ST/IC/2014/27	6/11/14	Internet filter upgrade	Expiration date: in effect until further notice
ST/IC/2015/13	5/6/15	E-mail filter upgrade	Expiration date: in effect until further notice

IV. Conferences

No information circulars apply at present.

V. Documents and publications

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2002/70	1/11/02	Availability to Secretariat officials of official documents and publications	Expiration date: in effect until further notice

Symbol	Date issued	Subject	Remarks
ST/IC/2006/33	21/8/06	Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations	Expiration date: in effect until further notice
ST/IC/2009/26	6/7/09	Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new Provisional Staff Rules	Expiration date: in effect until further notice

VI. Finance

Symbol	Date issued	Subject	Remarks
ST/IC/2002/13	28/2/02	Budget constraints and support service reductions	Expiration date: in effect until further notice
ST/IC/2013/36	31/12/13	United Nations policy framework for International Public Sector Accounting Standards	Expiration date: in effect until further notice
ST/IC/2016/9	7/3/16	Recording and tracking procedure for non-capitalized property	Expiration date: in effect until further notice

VII. General office procedures

Symbol	Date issued	Subject	Remarks
ST/IC/1997/11	4/2/97	Electronic mail — directory maintenance and automatic message deletion	Expiration date: in effect until further notice
ST/IC/1999/14	9/2/99	Guidelines for ergonomic workstations and work with computers	Expiration date: in effect until further notice
ST/IC/2002/73	1/11/02	United Nations health and life insurance Internet site	Expiration date: in effect until further notice
ST/IC/2003/29	23/4/03	Performance controls of United Nations Internet services	Expiration date: in effect until further notice
ST/IC/2003/35	3/6/03	Registration of e-mail addresses for delivery of pay slips	Expiration date: in effect until further notice
ST/IC/2003/41	30/6/03	Communications and contacts with host country authorities	Expiration date: in effect until further notice
ST/IC/2003/64	11/12/03	Personal emergency contact information	Expiration date: in effect until further notice

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2005/11	18/2/05	Mobile communication devices for official work	Expiration date: in effect until further notice
ST/IC/2006/33	21/8/06	Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations	Expiration date: in effect until further notice
ST/IC/2013/17	17/5/13	Changes to the I-94 form (arrival/departure record) for United Nations staff and dependants	Expiration date: in effect until further notice
ST/IC/2013/34	14/11/13	United States revised policies and procedures concerning the authorization of utility tax exemption for the United Nations Secretariat and its eligible staff members	Expiration date: in effect until further notice
ST/IC/2014/11	1/4/14	New procedure for checking the status of United States visa applications	Expiration date: in effect until further notice
ST/IC/2015/16	24/9/15	Change of practice regarding the cancellation of valid United States visas in the "G" category upon completion of assignment in the United States of America	Expiration date: in effect until further notice
ST/IC/2016/11	25/4/16	Revised policies and procedures for obtaining employment authorization for dependants of non-United States citizens	Expiration date: in effect until further notice

VIII. Human resources

1. Administration-staff relations

Symbol	Date issued	Subject	Remarks
ST/IC/2016/9	29/2/16	Voluntary supplemental funding mechanism for the Office of Staff Legal Assistance	Expiration date: in effect until further notice

2. Allowances, entitlements and grants[1]

Symbol	Date issued	Subject	Remarks
ST/IC/2006/58	29/12/06	Relocation grant (lump-sum option for unaccompanied shipments) — rates	Expiration date: in effect until further notice

[1] For the information circular on special entitlements for staff members serving in designated duty stations, see part II.

Symbol	Date issued	Subject	Remarks
ST/IC/2011/6 and Corr.1	8/3/11 16/8/11	Dependency allowances for staff in the Professional and higher categories and in the Field Service category	Expiration date: in effect until further notice. See also ST/AI/2016/8
ST/IC/2009/9	19/1/09	Post adjustment classification for New York	Expiration date: in effect until further notice
ST/IC/2014/12/Rev.1	22/9/14	Education grant and special education grant for children with a disability	Expiration date: in effect until further notice. See also ST/AI/2011/4, Amend.1 and Amend.2, and ST/AI/2016/3
ST/IC/2015/11	20/5/15	Home leave	Expiration date: in effect until further notice. See also ST/AI/2015/2/Rev.1
ST/IC/2016/12	25/4/16	Review of staff claims for dependency benefits for 2015	Expiration date: in effect until further notice
ST/IC/2015/25	9/12/15	Rates of daily subsistence allowance in New York, Geneva and Vienna	Expiration date: in effect until further notice. See also ST/AI/2016/2
ST/IC/2016/20	1/7/16	Designation of duty stations for purposes of rest and recuperation	Expiration date: 31/12/16
ST/IC/2016/30 and Corr.1	23/12/16 17/1/17	Rental subsidies and deductions	Expiration date: in effect until further notice. See also ST/AI/2015/2/Rev.1
ST/IC/2016/28	1/10/16	Establishment of mission areas for purposes of relocation grant	Expiration date: in effect until further notice

B. Appeals

Symbol	Date issued	Subject	Remarks
ST/IC/2013/17	7/6/13	Membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/2015/21	26/8/15	Exceptional extension of the membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/2004/6	23/1/04	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice

Symbol	Date issued	Subject	Remarks
ST/IC/2013/16	17/5/13	Internal Justice Council	Expiration date: in effect until further notice
ST/IC/2014/9	28/2/14	Voluntary supplemental funding mechanism for the Office of Staff Legal Assistance	Expiration date: in effect until further notice
ST/IC/2016/21	16/8/16	Membership of the Classification Appeals Committee for Posts in the Professional Category and above	Expiration date: in effect until further notice

4. Appointments, placement and promotion[1]

Symbol	Date issued	Subject	Remarks
ST/IC/2000/60	14/11/00	Multilingualism	Expiration date: in effect until further notice
ST/IC/2005/17	11/3/05	Staff selection system	Expiration date: in effect until further notice
ST/IC/2015/23	24/11/15	Review for consideration for the granting of a continuing appointment, as at 1 July 2015	Expiration date: in effect until further notice. See also ST/SGB/2011/9 and ST/AI/2012/3
ST/IC/2016/16	1/9/16	Membership of the Job Network Board for the Political, Peace and Humanitarian Network	Expiration date: in effect until further notice
ST/IC/2016/17	6/9/16	Membership of the Senior Review Board	Expiration date: in effect until further notice
ST/IC/2016/18	6/9/16	Membership of the Senior Review Group	Expiration date: in effect until further notice. See also ST/SGB/2011/9
ST/IC/2016/27	23/9/16	Membership of the Joint Harassment Prevention Board	Expiration date: in effect until further notice

5. Attendance, leave and working hours[2]

Symbol	Date issued	Subject	Remarks
ST/IC/2005/6	26/1/05	Implementation of the change in the annual leave cycle	Expiration date: in effect until further notice

[1] For ST/IC information circulars on membership of the United Nations Activities Committee on Contributory Health Insurance Arrangements, see ST/IC/2016/19.

[2] For ST/IC information circulars on working hours during sessions of the General Assembly, see ST/IC/2016/19.

Symbol	Date issued	Subject	Remarks
ST/IC/2012/23	14/11/12	United Nations staff efforts to assist those in the City of New York and the surrounding tri-state area who were impacted by the aftermath of Storm Sandy	Expiration date: in effect until further notice
ST/IC/2016/19	10/8/16	United Nations sabbatical leave programme for 2017	Expiration date: 31/12/17. See also ST/AI/2015/5
ST/IC/2016/29, Corr.1 and Corr.2	3/11/16 28/11/16 20/1/17	Official holidays for 2017 at United Nations Headquarters	Expiration date: 31/12/17

6. Delegation of authority

No information circulars apply at present.

7. Disciplinary matters

Symbol	Date issued	Subject	Remarks
ST/IC/2002/29	29/4/02	Practice of the Secretary-General in disciplinary matters, 2000-2002	Expiration date: in effect until further notice. See also ST/SGB/2013/2
ST/IC/2006/6	23/1/06	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice
ST/IC/2004/20	28/7/04	Practice of the Secretary-General in disciplinary matters, 2002-2003	Expiration date: in effect until further notice. See also ST/SGB/2013/2
ST/IC/2005/48	28/9/05	Reporting of suspected misconduct	Expiration date: in effect until further notice
ST/IC/2005/51	08/09/05	Practice of the Secretary-General in disciplinary matters, 1 January 2004-30 June 2005	Expiration date: in effect until further notice
ST/IC/2006/40	01/11/06	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2005-30 June 2006	Expiration date: in effect until further notice
ST/IC/2007/37	01/09/07	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2006-30 June 2007	Expiration date: in effect until further notice
ST/IC/2008/31	17/9/08	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2007-30 June 2008	Expiration date: in effect until further notice

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2009/30	19/8/09	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2008-30 June 2009	Expiration date: in effect until further notice
ST/IC/2010/26	7/9/10	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2009-30 June 2010	Expiration date: in effect until further notice
ST/IC/2011/20	27/7/11	Practice of the Secretary-General in disciplinary matters and possible criminal behaviour, 1 July 2010-30 June 2011	Expiration date: in effect until further notice
ST/IC/2012/19	6/9/12	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2011-30 June 2012	Expiration date: in effect until further notice
ST/IC/2013/29	18/9/13	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2012-30 June 2013	Expiration date: in effect until further notice
ST/IC/2014/26	15/10/14	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2013-30 June 2014	Expiration date: in effect until further notice
ST/IC/2015/22	22/9/15	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2014-30 June 2015	Expiration date: in effect until further notice
ST/IC/2016/26	19/9/16	Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2015-30 June 2016	Expiration date: in effect until further notice

B. Duties and obligations

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]	Expiration date: in effect until further notice
ST/IC/2002/34	14/6/02	Privileges and immunities — requests by local authorities to interview staff	Expiration date: in effect until further notice. See also ST/SGB/2002/13
ST/IC/2003/17	11/3/03	Our core values prohibit discrimination and harassment	Expiration date: in effect until further notice. See also ST/SGB/2002/13
ST/IC/2006/31	6/9/06	Permanent residence in the United States of America — waiver of rights, privileges, exemptions and immunities	Expiration date: in effect until further notice. See also ST/SGB/2000/10

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2004/38	9/9/04	Host country travel regulations [Iraqi nationals]	Expiration date: in effect until further notice
ST/IC/2004/39	9/9/04	Procedures regarding citations for motor vehicle infractions	Expiration date: in effect until further notice
ST/IC/2005/15	8/3/05	Host country travel regulations [Libyan nationals]	Expiration date: in effect until further notice
ST/IC/2005/19	24/3/05	Reporting of suspected misconduct	Expiration date: in effect until further notice
ST/IC/2005/59	31/10/05	Host country travel regulations [Russian nationals]	Expiration date: in effect until further notice
ST/IC/2005/66	14/12/05	Preparations for a possible transit strike	Expiration date: in effect until further notice
ST/IC/2006/10	31/1/06	Host country travel regulations [Vietnamese nationals]	Expiration date: in effect until further notice
ST/IC/2006/30	16/8/06	Outside activities	Expiration date: in effect until further notice
ST/IC/2006/31	16/8/06	Honours, gifts or remuneration from outside sources	Expiration date: in effect until further notice
ST/IC/2006/33	21/8/06	Revised procedures for picking up documents processed by the Host Country Affairs Section of the United States Mission to the United Nations	Expiration date: in effect until further notice
ST/IC/2007/51	26/12/07	New travel regulations for foreign nationals entering Japan	Expiration date: in effect until further notice
ST/IC/2012/23	14/11/12	United Nations staff efforts to assist those in the City of New York and the surrounding tri-state area who were impacted by the aftermath of Storm Sandy	Expiration date: in effect until further notice
ST/IC/2014/21	25/7/14	Hourly wage for household employees as of 1 June 2014	Expiration date: in effect until further notice
ST/IC/2014/29	14/12/14	Revised procedures for obtaining a driver's licence and testing requirements for licences with a "motorcycle endorsement" for non-United States citizens	Expiration date: in effect until further notice
ST/IC/2015/16	24/9/15	Change of practice regarding the cancellation of valid United States visas in the "G" category upon completion of assignment in the United States of America	Expiration date: in effect until further notice

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2016/8	18/2/16	Imposition of fees associated with the privileges and benefits provided by the Office of Foreign Missions for non-United States citizens	Expiration date: in effect until further notice
ST/IC/2016/15	22/7/16	United Nations mandatory programmes	Expiration date: in effect until further notice

9. Job classification system

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2013/21	16/7/13	Membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice See also ST/AI/1998/9 nd Corr.1 (English onl)
ST/IC/2015/21	24/9/15	Exceptional extension of the membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice See also ST/AI/1998/9 nd Corr.1 (English onl)

10. General

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/1999/111	29/12/99	Mental health — medical and employee assistance facilities	Expiration date: in effect until further notice See also ST/AI/372
ST/IC/2010/17	10/6/10	After-school recreation and study programme for United Nations children	Expiration date: in effect until further notice
ST/IC/2010/19/Rev.1	29/9/15	Human Resources Handbook	Expiration date: in effect until further notice

11. Medical and other insurance

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/1998/100	30/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities [memo subscribe]	Expiration date: in effect until further notice
ST/IC/1999/111	29/12/99	Mental health — medical and employee assistance facilities	Expiration date: in effect until further notice See also ST/AI/372

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2002/63 and Amend.1	27/9/02 14/7/03	United Nations group life insurance plan	Expiration date: in effect until further notice. See also ST/AI/2002/6
ST/IC/2004/4	23/1/04	Conflict resolution in the United Nations Secretariat	Expiration date: in effect until further notice
ST/IC/2005/55	4/10/05	New claims administration service from Aetna for medical services rendered outside the United States of America	Expiration date: in effect until further notice. See also ST/IC/2006/22
ST/IC/2006/21	31/5/06	United Nations group life insurance plan	Expiration date: in effect until further notice. See also ST/AI/2002/6 and ST/IC/2002/63
ST/IC/2016/13	31/5/16	Renewal of the United Nations Headquarters-administered health insurance programme, effective 1 July 2016	Expiration date: 30/6/17

12. Pensions, post-retirement services and employment beyond retirement

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2013/9	25/2/13	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/2014/8 and ST/IC/2009/8

13. Post adjustment

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2009/8	19/1/09	Post adjustment classification for New York	Expiration date: in effect until further notice

14. Salary scales and payments

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2009/8	19/1/09	Post adjustment classification for New York	Expiration date: in effect until further notice. See also ST/IC/2014/4
ST/IC/2013/9	25/2/13	Pensionable remuneration for staff in the Professional and higher categories and for staff in the Field Service category	Expiration date: in effect until further notice. See also ST/IC/2014/8 and ST/IC/2009/8

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2014/13	24/4/14	Revised salary scales for staff in the General Service and related categories at Headquarters	Expiration date: in effect until further notice
ST/IC/2014/21	25/7/14	Hourly wage for household employees on G-5 visas	Expiration date: in effect until further notice
ST/IC/2016/5	15/1/16	Revised base salary scales for staff in the Professional and higher categories and in the Field Service category	Expiration date: in effect until further notice
ST/IC/2016/6	8/2/16	Revised salary scales for staff in the General Service and related categories at Headquarters [recruited on or after 1 February 2016]	Expiration date: in effect until further notice

15. Staff regulations and rules

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2009/26	6/7/09	Issuance of Secretary-General's bulletins, administrative instructions and information circulars following the promulgation of the amended Staff Regulations and new Provisional Staff Rules	Expiration date: in effect until further notice
ST/IC/2010/31	13/10/10	Index to the Staff Regulations and provisional Staff Rules	Expiration date: in effect until further notice

16. Training, career development and examinations[4]

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2000/86	14/11/00	Multilingualism	Expiration date: in effect until further notice

17. United States taxes[5]

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2012/11	5/4/12	United States income tax requirements as they relate to employment authorizations for dependent family members	Expiration date: in effect until further notice

[4] For information on the internship programme, see ST/AI/2010/1.

[5] For the information circular on payment of 2015 income taxes, see sect. X.

18. Visas

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2001/27 and Amend.1	10/4/01 25/8/08	Visa status in the United States of America	Expiration date: in effect until further notice. See also ST/AI/2000/19
ST/IC/2004/8	27/1/04	United States Visitor and Immigrant Status Indicator Technology	Expiration date: in effect until further notice
ST/IC/2004/14	24/3/04	Filing of petitions for special immigrant classification and/or applications for lawful permanent resident status in the United States of America	Expiration date: in effect until further notice
ST/IC/2004/31	6/8/04	Permanent residence in the United States of America — waiver of rights, privileges, exemptions and immunities	Expiration date: in effect until further notice. See also ST/AI/2000/19
ST/IC/2007/43	22/10/07	Visa status while on mission service	Expiration date: in effect until further notice
ST/IC/2008/11	31/1/08	Revalidation of visas	Expiration date: in effect until further notice
ST/IC/2009/42	1/12/09	Employment of household employees for whom a G-5 visa has been requested or obtained	Expiration date: in effect until further notice. See also ST/IC/2012/7
ST/IC/2014/21	25/7/14	Hourly wage for household employees on G-5 visas	Expiration date: in effect until further notice

IX. Library

No information circulars apply at present.

X. Missions*

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2016/14	1/7/16	Classification of duty stations and special entitlements for staff members serving at designated duty stations	Expiration date: 31/12/16
ST/IC/2016/28	1/10/16	Establishment of mission areas for purposes of relocation grant	Expiration date: in effect until further notice

* [illegible]

XI. Organizational structure

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2000/80	18/10/00	United Nations garage: Chairman of the Garage Review Board	Expiration date: in effect until further notice
ST/IC/2013/21	16/7/13	Membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/2015/21	24/9/15	Exceptional extension of the membership of the New York General Service Classification Appeals Committee	Expiration date: in effect until further notice. See also ST/AI/1998/9 and Corr.1 (English only)
ST/IC/2016/16	1/8/16	Membership of the Job Network Board for the Political, Peace and Humanitarian Network	Expiration date: in effect until further notice
ST/IC/2016/17	9/8/16	Membership of the Senior Review Board	Expiration date: in effect until further notice. See also ST/SGB/2016/3
ST/IC/2016/18	8/8/16	Membership of the Senior Review Group	Expiration date: in effect until further notice. See also ST/SGB/2011/8
ST/IC/2016/27	23/9/16	Membership of the Joint Harassment Prevention Boards	Expiration date: in effect until further notice. See also ST/SGB/2008/14

XII. Property and supplies

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/1999/14	9/2/99	Guidelines for ergonomic workstations and work with computers	Expiration date: in effect until further notice
ST/IC/2005/11	18/2/05	Mobile communication devices for official work	Expiration date: in effect until further notice
ST/IC/2016/9	7/3/16	Recording and tracking procedure for non-capitalized property	Expiration date: in effect until further notice

XIII. Protocol

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2003/41	30/6/03	Communications and contacts with host country authorities	Expiration date: in effect until further notice

XIV. Travel and transportation

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/1997/90	26/12/97	Insurance requirements for senior officials entitled to diplomatic privileges and immunities [motor vehicles]	Expiration date: in effect until further notice
ST/IC/1999/99	29/11/99	Excess baggage, shipments and insurance	Expiration date: in effect until further notice. See also ST/AI/2016/4
ST/IC/2000/70	21/9/00	Medical evacuation	Expiration date: in effect until further notice. See also ST/AI/2000/10
ST/IC/2001/43 and Add.1 Amend.1 Amend.2 Amend.3	13/6/01 7/2/02 27/6/05 24/5/06 10/8/07	Official travel	Expiration date: in effect until further notice. See also ST/AI/2013/3
ST/IC/2003/40	24/6/03	Transportation of privately owned automobiles: list of countries and territories to which such transportation may be partially reimbursed	Expiration date: in effect until further notice. See also ST/AI/2016/4
ST/IC/2004/38	9/9/04	Host country travel regulations [Iraqi nationals]	Expiration date: in effect until further notice
ST/IC/2004/39	9/9/04	Procedures regarding citations for motor vehicle infractions	Expiration date: in effect until further notice
ST/IC/2005/15	8/3/05	Host country travel regulations [Libyan nationals]	Expiration date: in effect until further notice
ST/IC/2005/59	31/10/05	Host country travel regulations [Russian nationals]	Expiration date: in effect until further notice
ST/IC/2006/10	31/1/06	Host country travel regulations [Vietnamese nationals]	Expiration date: in effect until further notice
ST/IC/2006/60	28/12/06	Relocation grant (lump-sum option for unaccompanied shipments) — rates	Expiration date: in effect until further notice
ST/IC/2013/17	17/5/13	Changes to the I-94 form (arrival/departure record) for United Nations staff and dependants	Expiration date: in effect until further notice
ST/IC/2014/28	19/11/14	Recent developments concerning the response of the Government of the United States of America to the Ebola epidemic: exit and entry screening of travellers	Expiration date: in effect until further notice

Symbol	*Date issued*	*Subject*	*Remarks*
ST/IC/2015/25	8/12/15	Rates of daily subsistence allowance in New York, Geneva and Vienna	Expiration date: in effect until further notice. See also ST/AI/2014/2